Child Life Professional Certification
Candidate Manual

Child Life Certifying Committee
A Standing Committee of the Association of Child Life Professionals

The child life profession is a dynamic, challenging, and often competitive discipline that demands excellence from its practitioners. In traditional hospital settings and beyond, child life specialists are responding to a wide variety of complex issues by applying their unique body of knowledge and skills. As child life professionals are continually challenged to demonstrate their value and expertise to satisfy employer expectations, those individuals who have documented a basic mastery of child life theory and practice—and have the initiative to learn new skills—will become increasingly valuable to their organizations.

The Certified Child Life Specialist (CCLS) credential is the exclusive designation issued by the Association of Child Life Professionals (ACLP), the leading membership association serving child life professionals. Certification is a vital step for child life specialists looking to sharpen their professional edge. The CCLS credentialing program is a voluntary, rigorous, examination-based professional certification credential. The requirements for certification are based on academic and clinical experiences, and successful completion of the Child Life Professional Certification Examination and are detailed herein.

Why Become Certified?

There are many benefits associated with becoming a Certified Child Life Specialist:

- **Professional Identity**: Earn the exclusive right to identify yourself as a Certified Child Life Specialist (CCLS), the only credential issued in the child life profession
- **Recognition**: Achieve formal acknowledgement of your professional accomplishment
- **Advancement**: Benefit from enhanced career opportunities, with the potential for increased salary
- **Respect**: Validate your specialized knowledge and expertise to peers, management and other interdisciplinary colleagues.
- **Growth**: Dedicate yourself to continued professional excellence through education and professional development
- **Esteem**: Improve your credibility with hospital administrators and the general public
- **Passion**: Demonstrate your commitment to the child life profession
- **Pride**: Enjoy elevated self-esteem and satisfaction in your work

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Eligibility Assessment
Exam Application (Registration)
Clinical Experience Verification Form

Please read this document carefully!
Any questions should be directed to certification@childlife.org.
What is child life certification?

Child life certification is the process by which, after verification that an individual has met predetermined and standardized criteria, he/she is granted time-limited recognition and use of the Certified Child Life Specialist (CCLS) credential.

The Child Life Professional Certification Program is administered by the Child Life Certifying Committee (CLCC), Association of Child Life Professionals (ACLP) staff, and a professional testing agency. The program fosters uniform standards of practice and ethical conduct among child life specialists. In addition, child life certification promotes protection for the general public from untrained individuals entering into an inappropriate relationship with children and families.

To achieve the CCLS credential, each candidate must satisfy all educational and experiential requirements established by the CLCC, and must demonstrate an acceptable level of knowledge of child life theory and practice by successfully completing the Child Life Professional Certification Examination. The eligibility requirements for the exam are applied fairly, impartially, and consistently within applicable laws, including all US government nondiscriminatory statutes and laws.

Those who successfully complete the exam become certified for a five-year period. During this five-year cycle, CCLSs are required to pay maintenance fees, and in the fifth year of the cycle they must recertify, either by retaking the exam or through verification of required Professional Development Units (PDUs).

Certification is granted independently of a candidate’s membership in ACLP.

How do I become a Certified Child Life Specialist?

Applicants for certification must establish eligibility before they are seated for the Child Life Professional Certification Examination. Eligibility requirements are explained on the following pages.

There are no exceptions made to the requirements. Establishing eligibility for, taking and passing the Child Life Professional

Code of Professional Practice

Application for the CCLS credential and maintenance thereof require compliance with the Code of Professional Practice which includes the Code of Ethical Responsibility, a body of ethical principles which is derived primarily for the benefit and protection of infants, children, youth and families in settings where the potential for damaging stress or trauma exists. The Code of Ethical Responsibility may be found on page 19.

The Code of Professional Practice also makes allowances for consumers and others to report complaints related to the behavioral conduct of CCLS credential holders and contains policies regarding the criminal background of applicants and certificants.

All applicants and credential holders are required to acknowledge their agreement to abide by the Code of Professional Practice.

Candidates and certificants who fail to abide by the code may have their certification suspended or revoked.
Eligibility Requirements

To be seated for the exam, candidates must complete all eligibility requirements in effect for the exam administration for which they are applying. Requirements must be met on or before the registration deadline. Eligibility requirements are subject to change.

1. Baccalaureate Degree

Applicants must have successfully completed a bachelor’s degree (in any field of study).

Answers to Frequently Asked Questions about the Degree Requirement are on page 4.

2. Course Work

Applicants must have completed a total of 10 college-level courses in child life or a related department/subject including a minimum of one child life course taught by a Certified Child Life Specialist (CCLS).

The required child life course must have a focus on children in the healthcare environment and must be taught by a CCLS. All of the following applied areas of study must be included in the course and verified by the instructor:

- Child Life Documents
- Scope of Practice
- Family-Centered Care
- Impact of illness, injury and health care on patients/families
- Therapeutic play
- Preparation

The remaining 9 required courses must fall into one of the following three categories:

1) Any course that is offered by the college/university departments listed below will count toward the requirement.

- Child Life
- Child Development
- Family Development
- Human Development
- Family Dynamics
- Psychology
- Counseling
- Sociology
- Therapeutic Recreation
- Expressive Therapies (only courses that cover the therapeutic applications of play, music, dance, art will be accepted; fine arts courses are NOT accepted)

2) Courses offered by the following college/university departments will be considered on a case-by-case basis. Only those with a clear connection with the Exam Content Outline (see page 20) will be accepted. Candidates may be required to supply supporting documentation such as course descriptions or syllabi for courses from these departments.

- Nursing
- Social Work
- Recreation Administration
- Education (Methods courses for specific subjects, student teaching and other non-related education courses are NOT accepted.)

3) Courses on the following topics will be accepted regardless of college department:

- Death & Dying
- Ethics
- Medical Terminology
- Anatomy and Physiology
- Cultural Diversity (Courses in world religions or that pertain to a single culture do not fall into this category.)

Answers to Frequently Asked Questions about the Course Work Requirement are on page 5-6.

3. Clinical Experience

All exam applicants must complete a minimum of 480 hours of child life clinical experience through an internship or fellowship under the direct supervision of a CCLS.

Clinical experience hours may only be earned through a child life internship or fellowship. Paid work experience, volunteer, and practicum hours are not accepted. Other types of experience (outside the child life profession) are not accepted.

In order to be eligible to supervise the clinical experience, a CCLS must maintain child life certification throughout the supervisory period, have a minimum of 4,000 hours of paid child life clinical experience prior to the start of the supervisory period, and take responsibility for the educational development and guidance of the candidate in the clinical setting.

Answers to Frequently Asked Questions about the Clinical Experience Requirement are on page 7.
Frequently Asked Questions

General

I was previously certified, but my certification lapsed or expired. Am I still eligible to take the exam?
All candidates must meet the current eligibility requirements regardless of past certification status. CCLSs whose certification has lapsed or expired must re-establish eligibility by starting the application process anew. They must complete an eligibility assessment, documenting the completion of the current eligibility requirements. register for the exam, pay the exam fee, and successfully complete the examination.

I have already established eligibility but didn’t take (or pass) the exam. What do I need to submit in order to register for the exam again?
Provided that the eligibility requirements have not changed since you established eligibility, you would still be eligible to sit for the exam. Candidates who have previously established eligibility under the current eligibility requirements, may register for the certification exam multiple times until the requirements change.

Please note that CCLSs whose certification lapsed or expired MUST start the application process from the beginning, submitting all necessary documentation in order to re-establish eligibility.

Am I required to be a member of the Association of Child Life Professionals to be eligible for certification?
Candidates for certification are not required to be members of the Association of Child Life Professionals. However, ACLP members receive discounted rates on publications to prepare for the exam, examination fees, and certification fees once certified.

Course Work

Do the required courses have to be taken for college credit?
Yes. Non-credit or audited courses are not accepted.

Do the required courses have to be taken as part of a degree program?
The required courses can be taken as part of or in addition to a degree program. Check with your college/university about enrollment requirements.

Do the required courses have to be 3-credit classes?
No. There is no minimum number of credit hours per class.

Where can I take the required courses?
Courses meeting the requirement may be taken at any college or university that has been accredited by an organization that is recognized by either the US Department of Education or the Council on Higher Education Accreditation or the international equivalent.

Can the required courses be taken online?
Yes. Courses may be taken either in-person or online.

Baccalaureate Degree

Do I need a degree in child life to obtain certification?
Currently, you are not required to obtain a degree in child life in order to be eligible to take the Child Life Professional Certification Exam. Your bachelor’s degree can be completed in any field of study.

If I’m still in school working on my bachelor’s degree, can I take the exam?
All applicants are required to successfully complete their bachelor’s degree on or before the registration deadline for the exam for which they are applying. Applications from students anticipating graduation are not accepted.

Am I required to take any child life-specific courses?
Yes, all candidates must complete at least one child life course and that course must be taught by a Certified Child Life Specialist. There are six required areas of study that must be covered.
Page 5

Why am I required to take a child life course?

CLCC seeks to ensure that individuals pursuing a career in child life will be proficient in their future practice by requiring an academic background that includes knowledge essential to child life practice. Academic courses that prepare, support, and provide a solid academic and practical foundation for students allow them to build a foundation of knowledge in the core competencies of child life.

Why does the child life course have to be taught by a Certified Child Life Specialist?

When preparing students for areas of specialty such as child life, having content experts providing instruction is of great value. Those who have earned the CCLS credential have demonstrated a level of expertise in child life that helps make them uniquely suitable to instruct aspiring child life practitioners.

Can the child life course be co-taught by a non-CCLS?

No. All instruction must be provided by a CCLS.

How do I find a child life course taught by a CCLS?

The required course may be completed at any fully-accredited academic institution provided the required curriculum and instructor requirements are met. There is a self-identified list of institutions offering a child life course taught by a CCLS on the ACLP website. ACLP is not responsible for, nor does it endorse, the content or quality of any of these courses. Prospective students are encouraged to directly contact programs in which they are interested for specific information.

Do I have to submit a transcript for the child life course in addition to the Child Life Course Verification Form?

Yes, the child life course must appear on an official college/university transcript with a passing grade and the applicant must request verification through the Eligibility Assessment online process or provide the Child Life Course Verification Form (see the end of this document) signed by the instructor showing that all six required topics of study were covered.

What is a Child Life Course?

A group of CCLSs defined the curriculum requirements for this course. The required areas of study and other requirements are outlined on the Child Life Course Verification Form.

The required child life course must have a focus on children in the healthcare environment and must be taught by a Certified Child Life Specialist (CCLS). **ALL of the following applied areas of study must be included in the course.**

**Required Topics of Study**

1. **Child Life Documents** - This will provide knowledge and understanding of the Official Documents of the Association of Child Life Professionals (ACLP) including the Code of Ethical Responsibility, Child Life Competencies, and Standards of Clinical Practice, the Child Life Mission, Values and Vision Statements, and the Code of Professional Practice.

2. **Scope of practice** – This will provide an introduction to the spectrum of child life practice in direct and non-direct services in pediatric health care including a historical review of the profession and its development in the evolution of children’s healthcare.

3. **Impact of illness, injury and health care on patients and families** – This will illustrate, within the context of developmental theory, the stressors and developmental and psychosocial treatment issues that affect the health care experience of a “child and family” including siblings.

4. **Family-Centered Care** - This will provide an understanding of the key principles of patient- and family-centered care, including principles of respect and dignity, information sharing, supporting participation in care, and collaboration in relationship to child life practice.

5. **Therapeutic play** - This will provide students with opportunities to examine elements of play, benefits of play, and various therapeutic play modalities for the clinical setting.

6. **Preparation** - This will include both historical and current perspectives on the rationale for, and techniques and outcomes of preparation, as well as accepted preparation methods for healthcare encounters and life-changing events.

It is the student’s responsibility to provide the CCLS instructor with a copy of the Child Life Course Verification Form (see pages 28-29). The CCLS instructor is expected to complete and sign the form and provide a copy to the student upon successful completion of the course. It is incumbent upon the instructor to use the form to identify the topics covered in the course. It is the student’s responsibility to save all necessary verification forms that demonstrate coverage of the six areas of applied study. * Without this documentation, the requirement will not be considered satisfied.

*Academic programs may choose to provide coverage of these six topics in more than one course as long as each course covering the areas is taught by a CCLS. In such cases, a Child Life Course Verification Form must be submitted for each course, providing confirmation that the applicant received instruction from a CCLS in each of the required topics of study.

Additional details can be found at: [http://www.childlife.org/files/Revised%20CW%20Requirement.pdf](http://www.childlife.org/files/Revised%20CW%20Requirement.pdf)
My child life course did not cover all of the six required topics. What do I need to do?

Academic programs may choose to provide coverage of the six topics in more than one course as long as each covering the areas is taught by a CCLS. In such cases, the digital verification process that is part of the Eligibility Assessment or a Child Life Course Verification Form must be submitted for each course, providing confirmation that the applicant received instruction from a CCLS in each of the required topics of study.

I’m taking my internship for college credit. Can this count as my child life course taught by a CCLS?

No. A child life internship or practicum taken for college credit cannot be used to satisfy this requirement. Candidates must have BOTH an internship/fellowship AND a child life course taught by a CCLS in order to establish eligibility for the exam.

I took my child life course a while ago and don’t have a Child Life Course Verification Form. Can I still use the course to establish eligibility?

Without verification, courses cannot be used to meet the requirement for a child life course taught by a CCLS. However, they may count toward the other nine courses that are required.

I am enrolled in classes, but they won’t be complete before the registration deadline for the exam I want to take. Can I establish eligibility in anticipation of completing the required courses?

No. All of the required course work must be complete on or before the exam registration deadline for the administration for which you are applying. If any of the required courses are not complete by that date, applicants must wait for a future exam date. Completion must be documented on an official transcript on or prior to the registration deadline.

I don’t know if the classes I’ve taken will count; can my transcript be reviewed?

The Eligibility Assessment is the vehicle used to review a candidate’s progress toward meeting the eligibility requirements including the course work requirement. In-progress courses are not reviewed. ACLP will continue to review courses only until 10 have been approved. Submission of each course from a transcript is discouraged as it is unlikely that they will all be reviewed.

I don’t know if the classes I’ve taken will count; can my transcript be reviewed?

The Eligibility Assessment is the vehicle used to review a candidate’s progress toward meeting the eligibility requirements including the course work requirement. In-progress courses are not reviewed. ACLP will continue to review courses only until 10 have been approved. Submission of each course from a transcript is discouraged as it is unlikely that they will all be reviewed.
Effective January 1, 2019, to establish eligibility for the Child Life Professional Certification Exam, the following will be required of all candidates on or before the deadline for the exam administration for which they are applying:

1. **Minimum of Bachelor’s Degree:** Candidates will be required to complete a minimum of a bachelor’s degree or the international equivalent.

2. **Course Work:** Candidates will be required to successfully complete college courses for credit from an academic institution that has been accredited by an organization recognized by either the US Department of Education or the Council on Higher Education Accreditation, or the international equivalent in the following content areas:

<table>
<thead>
<tr>
<th>Number of Classes Required</th>
<th>Subject</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Child Life</td>
<td>Taught by a CCLS who meets additional requirements*</td>
</tr>
<tr>
<td>2</td>
<td>Child Development</td>
<td>Cumulatively covering normal growth and development from birth to 18 years</td>
</tr>
<tr>
<td>1</td>
<td>Family Systems</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Play</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Loss/Bereavement or Death/Dying</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Research</td>
<td></td>
</tr>
</tbody>
</table>

Candidates will also be required to complete three additional classes in child life or a related content area. It is strongly recommended that applicants pursue course work in the following areas:

1. Human Anatomy/Physiology
2. Medical Terminology
3. Ethics

*CCLS instructors for the child life course will be required to:

- Hold and maintain professional child life certification throughout the period of instruction
- Have 4,000 hours of paid child life clinical experience OR have a minimum of 2 years of experience teaching child life subject matter as of 2022. **Note:** If an instructor does not have 2 years of experience teaching child life subject matter as of 2022, he/she must have 2 years or 4,000 hours of paid child life clinical experience.

It is also recommended that CCLS instructors pursue training relevant to the adult learning styles and evidence-based teaching methodology.

**C. Clinical Child Life Experience:** Applicants will be required to complete a minimum of 600 hours of a child life clinical internship or fellowship under the direct supervision of a Certified Child Life Specialist who:

- Maintains professional child life certification throughout the supervisory period
- Has a minimum of 4,000 hours of paid child life clinical experience prior to the start of the supervisory period
- Takes responsibility for the educational development and guidance of the candidate in the clinical setting
Clinical Experience

How do I get the clinical experience?

As the certifying body for child life specialists, CLCC is limited as to the level of assistance we can provide for internship placement. We encourage candidates to contact facilities directly to locate programs and to determine if they are qualified for placement. It is the prerogative of the hiring institution to set the requirements for internship positions, which vary among institutions and may include things that are not required by CLCC.

Can I use hours that I have worked as a child life specialist or child life assistant to meet the clinical experience requirement?

The required clinical experience hours must be earned through a structured learning experience such as a child life internship or fellowship. Paid work experience is no longer accepted to meet this requirement.

Can I use hours that I have worked with children outside the child life profession to meet the clinical experience requirement?

Other types of clinical experience may not be substituted for any portion of the clinical hours. All hours must be obtained through an internship or fellowship in child life.

What if my internship ends after the exam registration deadline?

A minimum of 480 hours must be completed on or before the exam registration deadline. If the internship is longer than 480 hours, CLCC does not require that the internship be completed by the deadline. Ultimately it is left to the internship supervisor’s discretion to verify the hours prior to the conclusion of the internship. However, if you will not have completed 480 hours by the exam registration deadline, you must wait and apply for another exam administration. Clinical experience must be verified on or prior to the registration deadline.

Can I obtain the hours at more than one site?

Yes. If an institution is offering a term shorter than 480 hours, then you will need to acquire additional hours at another facility. Verification of the hours must be obtained from each site where you completed your clinical training.

Do the clinical hours I completed in the past still count?

Yes, provided that the hours meet the current requirements and can be verified by your CCLS supervisor.

PLEASE NOTE: The Clinical Experience Verification Form (see final pages of this document) has been revised. Older versions of the Clinical Experience Verification Form do not include all of the necessary elements to establish eligibility under current requirements.

Prior to 2006, supervisors were not required to meet a minimum number of paid child life work experience hours. If a candidate was deemed eligible prior to 2006 using clinical experience under a supervisor who does not meet the new requirements, they forfeited their eligibility effective January 1, 2006.

Joining the Association for Child Life Professionals

Although ACLP membership is not required in order to be certified, ACLP Membership makes sense! By joining ACLP and taking advantage of significant discounts on certification fees and study materials, you will benefit from savings that will more than make up for the cost of your first year of membership.

For more information on ACLP membership, please visit the ACLP website.
Completing the Eligibility Assessment/Registering for the Exam

Applicants are required to complete an Eligibility Assessment, and once eligibility is established, to register for the examination.

Because the Eligibility Assessment is an ongoing process, applicants may leave any requirements blank that have yet to be completed and return later to fill out those sections as the requirements are completed.

1. Login (or create a new customer record) to your ACLP online profile at https://online.childlife.org/clcssa/ssauthmenu.show_top_menu
2. Click on Certification
3. Click on Certification Portal

The following three parts of the Eligibility Assessment may be completed in any order:

1. Enter degree/course work information
   a. Click on Enter degree and courses for review.
   b. Select the credit type – either degree or courses – and click on Continue.
   c. Enter the requested information and click on Save.
   d. From here you may add more courses by selecting Add Another Credit; or, Return to Transcript will take you to your Evaluation Report.

2. Enter information for verification regarding the child life course taught by a CCLS
   a. From the Certification Portal, click on Child Life Course Verification.
   b. Enter the requested information and click on Save and Continue.
   c. Enter your instructor’s name in the box provided or click on the icon on the far left of the box to open a dialog box that will allow you to search for your instructor’s name. It may take 1-2 minutes for the system to search the database for the instructor’s name.
   d. Click on Next.
   e. Confirm the information entered and click on Submit Your Application. Doing so will send an email to your instructor requesting that they verify the information submitted.

Your information will not be reviewed until you have requested an Eligibility Assessment (see #4 below). Please remember that you must submit an official transcript* in order for degree and coursework information to be reviewed. ACLP will continue to review courses only until 10 have been approved. Submission of each course from a transcript is discouraged as it is unlikely that they will all be reviewed.

*OFFICIAL TRANSCRIPTS

Once you have submitted your request (see step #4 on the next page), please send your official transcripts to our office.
· If a university provides official transcripts digitally, they can be emailed to certification@childlife.org directly from the institution.
· If your institution does not provide the digital option for official transcripts, please mail the transcripts to:
Certification, Association of Child Life Professionals, 1820 Ft. Myer Dr., Suite 520, Arlington, VA 22209

Note:
· ACLP does not accept fax or email transmission of transcripts from applicants since this transmission automatically renders them "unofficial."
· ACLP does not accept unofficial transcripts that have been printed by the applicant from the university website.
· You will be notified via email when your official transcripts have been received in our office. You may then expect to see results on your Evaluation Report on your online profile in 1-2 weeks.
· If the name that will appear on your official transcripts does not match the name on your Eligibility Assessment, please provide us with a verification of your name change such as a copy of a marriage license. This documentation may be faxed, emailed or mailed to our office.
3. Enter clinical experience for verification

a. Click on Clinical Work Verification.
b. Enter the requested information and click on Save and Continue.
c. Enter your supervisor’s name in the box provided or click on the icon on the far left of the box to open a dialog box that will allow you to search for your supervisor’s name. It may take 1-2 minutes for the system to search the database for the instructor’s name.
d. Click on Next.
e. Confirm the information entered and click on Submit Your Application. Doing so will send an email to your supervisor requesting that they verify the information submitted.

Only clinical experience that has been completed can be verified. If you are currently completing your internship, please wait until it is completed to start this process.

4. Request an Eligibility Assessment

a. Select Request an Eligibility Assessment from the Certification Portal
b. READ the Important Information then Save and Continue when you’re ready to pay the $75 fee
c. Submit payment information.

Providing Supporting Documentation

All candidates are required to send supporting documentation needed to establish eligibility.

Documentation presented in a foreign language must be translated into English, at the applicant’s expense, by a professional translation agent with a notarized signature or stamp attesting to the accuracy of the contents.

We strongly encourage candidates to send any supporting documentation using a delivery method that will provide them with receipt confirmation. Applicants may use their receipt to confirm that their materials were successfully delivered to our office.

You are required to submit the following:

1. Bachelor’s Degree Documentation Required:

An original OFFICIAL* transcript from the college/university conferring the degree, which shows the type of degree granted and the date conferred. Please confirm that the transcript is printed after the date your degree was conferred.

2. Course Work Documentation Required:

Applicants must request verification through the Eligibility Assessment online process or provide the Child Life Course Verification Form signed by the CCLS instructor showing that all six required topics of study were covered.

An OFFICIAL* transcript from each college or university where the course work was completed.

- All 10 courses including the child life course must appear on the transcript(s) with a passing grade.
- No in-progress courses will be accepted.
- Transferred courses from another school must have a passing grade listed on the transcript or be documented by another OFFICIAL* transcript from the original college/university.
- Online education courses must be reflected on an OFFICIAL* transcript with a passing grade.

*NOTE: “OFFICIAL” is defined by each college/university; for details, please check with the school’s Registrar’s Office. Faxed and photocopied transcripts are not accepted. Emailed transcripts are only accepted if sent directly by the academic institution and are considered official by the school.

3. Clinical Experience Documentation Required:

Applicants must request verification of their clinical experience through the Eligibility Assessment online process or provide the Clinical Experience Verification Form signed by the CCLS supervisor verifying that a minimum of 480 hours of child life clinical training was completed. If hours were earned at multiple sites, verification of the hours must be obtained from each site.

Please note that previous, outdated versions of the Clinical Experience Verification Form do not include all of the necessary elements to establish eligibility under current requirements, and will not be accepted.
Eligibility Assessment Frequently Asked Questions

How do I get my course work reviewed?
The Eligibility Assessment is the vehicle used to review an applicant’s progress toward meeting the eligibility requirements (including course work).

Applicants pay a one-time* fee to initiate an Eligibility Assessment and submit information and materials (including official transcripts and other verification documents) as the requirements for establishing exam eligibility are completed. Once all steps in the Eligibility Assessment have been completed, the applicant is granted access to register for an upcoming exam.

*If the eligibility requirements change, a second payment of this fee will be required as a new assessment must be opened.

When can I expect “results”/updates?
You will be notified via email when your official transcripts have been received in our office. You may then expect to see results on your Evaluation Report on your online profile in 1-2 weeks. You may print and disburse the Evaluation Report at any time.

What about courses “in progress?”
Only those courses that appear on an official transcript with a passing grade will be reviewed for acceptance as part of an Eligibility Assessment. Any “in progress” courses will appear as ineligible but you may provide updated official transcripts once they become available and those courses will be evaluated.

My instructor has verified my CL course but it still appears as ineligible on my report. Why?
Your Child Life Course, while verified by your instructor, has not been reviewed or accepted because we have not yet reviewed an official transcript documenting successful completion of the course. Course work, including the child life course is not “eligible” until staff has reviewed official transcripts and confirmed that the submitted course work has been completed with a passing grade.

How do I submit transcripts?
If your university provides digital versions of official transcripts, these may be emailed to certification@childlife.org directly from your institution.

If your institution does not provide the digital option for official transcripts, please mail the transcripts to Association of Child Life Professionals, 1820 Ft. Myer Dr., Suite 520, Arlington, VA 22209

ACLP does not accept faxed or emailed transcripts from applicants since this transmission automatically renders them "unofficial."

ACLP does not accept unofficial transcripts that have been downloaded by the applicant from the university website.

If the name that appears on your official transcripts is different than that on the Eligibility Assessment, please provide us with a verification of name change such as a copy of a marriage license. This documentation may be faxed, emailed or mailed to our office.

Do I have to do an Eligibility Assessment if I did a course work review?
Yes, all course work must be submitted as part of an eligibility assessment. The discontinued course work review service was an optional informal process by which individuals gauged their progress toward the completion of the 10 course requirement; versus the current eligibility assessment wherein the applicant establishes eligibility for the exam.

If you establish eligibility to sit for the exam...
Candidates will be notified by email if eligibility has been established. They are then given access to register for an upcoming exam administration window.

Candidates will subsequently be contacted by ACLP’s testing agency with information about how to schedule the exam at the testing center and on the date preferred.

Candidates are permitted to choose a date within the testing window based on the appointment schedule of the testing center selected.

After scheduling the exam, candidates will have the opportunity to save and print an admission document which must be presented at the testing center on the day of the exam.

Eligibility Appeals Process
Candidates who are unable to establish eligibility may appeal the decision by submitting a letter to the Certifying Committee stating the reason for the appeal.

The request for appeal must be accompanied by any supporting documentation the applicant wishes to submit.

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<table>
<thead>
<tr>
<th>Examination Fees*</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACLP Members</td>
</tr>
<tr>
<td>$300.00 U.S.</td>
</tr>
</tbody>
</table>

*As of publication date; all fees are subject to change.
**Registering for the certification exam**

Once a candidate has established eligibility, they are given access to register for the certification exam.

Please note that candidates are required to register a minimum of five days prior to the start of the exam administration window. It is recommended that candidates apply as soon as possible as the schedule at the desired testing center may fill up quickly. See below for the exam registration deadlines.

<table>
<thead>
<tr>
<th>Testing Window</th>
<th>Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 15-30</td>
<td>March 10</td>
</tr>
<tr>
<td>August 15-30</td>
<td>August 10</td>
</tr>
<tr>
<td>November 1-15</td>
<td>October 27</td>
</tr>
</tbody>
</table>

**To register online:**
1. Log into your online profile
2. Click “Visit Profile” under the log in boxes
3. Click on Event/Webinar Registration
4. Select the desired test administration window
5. Click on Register
6. Follow the on-screen instructions

**Special Testing Accommodations**

All examination sites are fully accessible and compliant with the Americans with Disabilities Act. Special testing accommodations require documentation and are scheduled subject to approval upon review of the required documentation. Candidates for whom English is a foreign language and/or those with a visual, orthopedic, speech or hearing impairment, other health or physical impairment, a specific learning disability, or a psychological or mental disorder that requires modifications to the usual testing environment can apply for special accommodations. Only those candidates who have been granted this approval in advance will receive special accommodations during testing.

To apply, please complete the [Special Accommodations Packet](#). Requests for special accommodations must be included at the time you register for the exam in order to be considered. **To ensure adequate time for review, applicants requesting special testing accommodations must establish eligibility and register for the exam two weeks prior to the registration deadline.**

**Withdrawals and Scheduling Changes**

**Can I withdraw from the examination?**

Withdrawal requests must be RECEIVED by 11:59 PM eastern time a minimum of five days prior to the start of the testing window for which the candidate is scheduled. Requests received after this date will not be honored and the candidate will forfeit the entire examination fee.

Requests must include the approved test administration window (month and year) and the applicant’s name and signature.

Examination fees will be refunded (less a $25.00 US processing fee). The candidate must establish eligibility for any future exam administration.

**Can I defer my application to another administration?**

Deferral requests must be RECEIVED by 11:59 PM eastern time a minimum of five days prior to the start of the testing window for which the candidate is scheduled. Requests received after this date will not be honored and the candidate will forfeit the entire examination fee.

The candidate must continue to meet all eligibility requirements in place for the new exam administration.

Requests must include the approved test administration window (month and year), the desired test administration window (month and year), and the applicant’s name and signature.

**IMPORTANT NOTES ABOUT SCHEDULING CHANGES:**

- If you have received login information from our testing vendor and/or scheduled the exam through their website you **must contact BOTH ACLP and SMT directly to make any scheduling changes.**

- SMT may elect to charge a fee for schedule modifications in addition to any fees ACLP charges.

- If you wish to reschedule the exam within the same testing window and you do not contact SMT at least five days prior to the day you are scheduled to take the exam, you will forfeit the entire examination fee.
About the Exam—Examination Format and Content

The Child Life Professional Certification Examination is comprised of 150 multiple-choice questions. The allotted time to complete the examination is four hours.

The following is a listing of the domains specific to each area of child life practice, with a notation of the percentage of examination items (questions) related to each domain. This is taken from the Exam Content Outline and although the actual content varies from administration to administration, all exams follow this blueprint.

<table>
<thead>
<tr>
<th>DOMAIN</th>
<th># QUESTIONS</th>
<th>% OF EXAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Professional Responsibility</td>
<td>45</td>
<td>30%</td>
</tr>
<tr>
<td>II. Assessment</td>
<td>45</td>
<td>30%</td>
</tr>
<tr>
<td>III. Intervention</td>
<td>60</td>
<td>60%</td>
</tr>
</tbody>
</table>

The Child Life Professional Certification Examination is an objective test that covers relevant knowledge, understanding, and practical application of child life theory and practice as determined by the Child Life Certifying Committee and other Certified Child Life Specialists surveyed. The exam is developed by a committee of experts in the child life profession as a measurement of basic, entry-level knowledge of each candidate.

The committee starts with a periodic Practice Analysis which defines the profession of child life by delineating the domain, tasks, knowledge and skills necessary for competent practice as a child life specialist. From this assessment, content areas and their appropriate relative emphases are defined. A survey of child life practitioners validates the content outline every five years, most recently in 2013.

Of the 150 questions on the exam, 25 are pretest items and are not weighted (not counted toward candidates’ scores). Piloting items in this manner is valuable as it allows items to be analyzed before they become weighted and provides verification that the items contribute toward measuring a candidate’s proficiency in the material and are not irrelevant or poorly-written. Candidates answer the pretest items, and then performance data is used in a statistical analysis to determine if the questions perform as intended. If so, their ability to contribute to a test’s quality is verified and they can be considered for inclusion on future exams as scored items.

Each form of the Child Life Professional Certification Examination is equated to ensure that candidates are neither penalized nor rewarded if an exam form is more difficult or easier than any other version of the exam. Collecting performance data enables the test administration agency to conduct this important process.

For more detailed information about how the exam is developed and how it is scored, please visit the ACLP website.
How to Prepare - Studying for the Exam

There are many resources available to help exam applicants prepare for the Child Life Professional Certification Examination.

**Study Guide for the Child Life Professional Certification Examination**

ACLP publishes a study guide that may help candidates increase the effectiveness of test preparation. It includes a fifty-question practice test, study and test-taking strategies, and information on how the examination was developed. Visit the online ACLP Bookstore to place your order for the *Study Guide for the Child Life Professional Certification Examination*.

**Online Practice Test**

An online practice test is available to help familiarize candidates with the format of the test and the types of questions that will appear. Scores are immediately available, and diagnostic feedback to help assess a candidate's strengths or weaknesses is given. Please note that the correct answers to individual questions is not provided. The feedback is intended to help focus future study in the domains where knowledge may be weaker, however, improving your performance in one or two areas does not guarantee a passing score. The practice test is administered by ACLP’s testing agency and can be accessed through the ACLP website. The fee is $35.00 U.S. paid directly to the testing vendor.

**Other Resources**

If you are involved in a course of study related to child life, or in child life work in a clinical setting, you are likely to have some excellent human resources available to help you prepare for certification. Be sure to review any materials you received in the course of your child life educational/clinical training preparation.

Many candidates form local study groups, often networking through the ACLP Community Students & Interns Discussion Forum, which is a benefit of ACLP membership.

**Recommended Resources**

The following are references that cover the basic concepts in child life theory and practice. These references are used to validate the content of the Child Life Professional Certification Exam. Most are available through the Bookstore section of the ACLP website.

**Primary resources:**

6. [Evidence-Based Practice Statements; available in the Resource Library at www.childlife.org](#)
7. [Anthology of Child Life Focus](#) Child Life Council (2009)
8. [Volunteers in Child Health: Management, Selection, Training and Supervision](#) Kiley (1992)
10. [The Handbook of Child Life](#) Thompson (2009)
11. Any normal child growth and development textbook
12. Any pediatric nursing textbook

**Additional resources:**

1. [Study Guide for the Child Life Professional Certification Examination](#) Child Life Council (2009)
2. [Child life Beyond the Hospital](#) CLC (2008)
3. [Therapeutic Activities for Children and Teens Coping with Health Issues](#) Hart & Rollins (2011)
4. [How to Help Children through a Parent’s Serious Illness](#) McCue & Bonn (2011)
5. [Helping Children and Adolescents with Chronic and Serious Medical Conditions: A Strengths-Based Approach](#) Webb (2009)

*This list was updated November 2013.*
Exam Day Instructions

Exam appointments are made based on the operating schedule of the testing center selected by the candidate.

What To Bring

Personal Identification

To gain admittance to the examination room, all candidates are required to present a government-issued photo identification. Acceptable forms of identification include a valid driver’s license, passport, or military identification card.

Admissions Document

At the time candidates schedule their exam appointment, the testing agency will provide an admissions document to each examinee. In order to be admitted to the exam, candidates are required to present this document at the testing center on the day of their appointment.

If you have been pre-approved for special testing accommodations, please present the confirmation e-mail sent by ACLP indicating the accommodations that have been approved to ensure that the appropriate testing accommodations are made onsite.

Other

Earplugs for sound suppression are allowed. Headphones and ear buds are not permitted.

What NOT To Bring

Please bring as few personal belongings as possible.

Books (including all types of dictionaries), papers, electronic/cellular devices (pagers, telephones, etc.), food, water bottles and most other personal belongings will NOT be permitted at your testing station. Some testing centers have lockers for examinees’ use during the exam however this is not guaranteed at every location. Neither ACLP nor CLCC is responsible for the security of any personal possessions brought to the examination.

During the Examination

No food or beverages (including water) will be allowed in the testing room unless prior approval has been received for medical reasons. You must submit a Special Accommodations Application Packet to request this approval.

Candidates may exit the testing room to use the restroom or water fountain. Only one person will be permitted to leave the room at a time. You will not be permitted to make up the time lost while you are away from the examination. If you wish to use the restroom, raise your hand and the proctor will instruct you.

There is an inherent risk of connectivity issues with computer-based testing. Candidates who experience technical difficulties that affect their performance must report these to the proctor immediately (prior to receiving their exam result) and contact SMT immediately after leaving the testing center to report the problem.

Any concerns about the testing site and/or proctors should be reported immediately and noted on the exit survey at the end of the examination/prior to receipt of the exam results.

Examination Day Absences

Refunds will only be approved if the absence is the result of a documented personal or medical emergency. Absences are reviewed by the committee on a case-by-case basis. Refund requests must be received
in writing with supporting documentation detailing the reason for absence within 14 days of the examination date. CLCC reserves the right to verify any information submitted regarding examination day absence. If the absence is excused, payment for the exam will be refunded, less a $25 U.S. application processing fee, or may be deferred to the next test administration in accordance with the policies herein.

Inclement Weather
If severe weather or natural disaster makes the testing center inaccessible or unsafe, the test administration may be canceled. Test administration will be delayed or canceled only in emergencies.

Candidates who cannot safely reach the test site because of severe weather conditions and wish to request a refund of the examination fee, must send the written request with documentation of the weather conditions to ACLP within 14 days of the scheduled examination date. CLCC will evaluate the circumstances on a case-by-case basis.

Exam Feedback
Examinees will be given the opportunity to comment on the examination administration, content, or any of its elements prior to leaving the examination room. Exam proctors will provide instruction on this process. Candidates with concerns about the accuracy of specific exam questions must provide this feedback prior to leaving the testing room. Since we constantly work to improve the testing process, we strongly encourage candidates to provide feedback on the exam prior to leaving the testing room.

Examination Security
Any candidate who gives or receives assistance, or whose behavior is disruptive during the examination, will be required to leave the testing room immediately. The candidate’s answers will not be scored and the situation will be reported to CLCC for review and possible action by the Ethics Committee. Any candidate who observes inappropriate test taking behavior should report it to appropriate testing personnel. In order to detect fraud, the performance of all candidates is monitored and analyzed statistically.

The entire item (question) bank, examination materials and each form of the examination are the property of the Association of Child Life Professionals Inc. Distribution of exam content or materials through any form of reproduction, including oral and written communication, is strictly prohibited and punishable by law. Any individual who removes or attempts to remove examination material from the test site will be prosecuted; this includes memorization of questions. Test development and security requirements prevent CLCC from releasing test questions or other specific exam content to anyone, under any circumstances. Discussion of exam content with other candidates following the exam is considered a breach of examination security and is not permitted.

After the Exam/Score Reporting
You will receive a preliminary score report before leaving the testing center. The scores will be subjected to a statistical analysis and there is a very slight chance that they will change. You will be notified if there is a change to your score. Once your results are posted in your ACLP Online User Profile, they are considered final.

The purpose of the Child Life Professional Certification Exam is to measure an individual’s performance compared to a specific criterion (the established passing score as defined by subject matter experts), this is called a criterion-referenced exam. This type of exam is not intended to measure a range of levels of competence, but rather to confirm that an individual meets a minimum level of competence. Like most credentialing exams, the objective of the Child Life Professional Certification Exam is to measure candidates’ comprehension of the body of knowledge identified in the Practice Analysis Study, not to compare it with that of other candidates.

The goal of criterion-referenced assessments is to measure performance most precisely in a narrow range near the passing score. The more precise the exam is in this range, the less suitable it is for assessing aptitude at levels above or below the passing score. As a result it would be inappropriate to use test scores to rank individuals. For this reason, ACLP does not release test scores above the passing score. If a candidate reaches or exceeds the passing score, he or she will not receive their nu-
A candidate may retake the examination an unlimited number of times, provided the candidate continues to meet current eligibility requirements. However, if the eligibility requirements have changed since the last exam attempt, individuals are required to submit a full Eligibility Assessment and fee.

All published registration deadlines and examination fees apply when retaking the examination.

Examination Appeals

Only appeals relating to the testing environment or administration and its effect on candidate performance will be considered.

A candidate must submit a letter to the ACLP office stating the reason for the appeal, including supporting documentation, within 14 days of the date on which the exam was administered.

The Appeals Committee has no access to examination questions or individual candidate answers. Candidates with concerns about the accuracy of specific exam questions must provide this feedback prior to leaving the testing room.

Candidates who experience technical difficulties that affect their performance during computer-based testing must report these to the proctor immediately (prior to receiving their exam scores) and contact SMT immediately after leaving the testing center to report the problem.

Certification will not be granted through appeal. Candidates must pass the examination at another administration to become certified, but the CLCC may grant a waiver or reduction of fees.

Confidentiality

Registration for the Child Life Professional Certification Examination constitutes authorization for the testing agency to release that candidate’s exam results to CLCC, ACLP staff, and to the candidate only. Access to score reports is limited to those staff members at ACLP and its test administration agency who are involved in the production and distribution of these reports.

Only group performance data will be utilized by CLCC, ACLP Staff, ACLP’s test administration agency or others designated by the CLCC for purposes of research, development and reporting to the profession.

I Didn’t Pass the Exam – What Are My Options?

Re-Examination Procedures

A candidate may retake the examination an unlimited number of times, provided the candidate continues to meet current eligibility requirements.

However, if the eligibility requirements have changed since the last exam attempt, individuals are required to submit a full Eligibility Assessment and fee.

All published registration deadlines and examination fees apply when retaking the examination.

Examination Appeals

Only appeals relating to the testing environment or administration and its effect on candidate performance will be considered.

A candidate must submit a letter to the ACLP office stating the reason for the appeal, including supporting documentation, within 14 days of the date on which the exam was administered.

The Appeals Committee has no access to examination questions or individual candidate answers. Candidates with concerns about the accuracy of specific exam questions must provide this feedback prior to leaving the testing room.

Candidates who experience technical difficulties that affect their performance during computer-based testing must report these to the proctor immediately (prior to receiving their exam scores) and contact SMT immediately after leaving the testing center to report the problem.

Certification will not be granted through appeal. Candidates must pass the examination at another administration to become certified, but the CLCC may grant a waiver or reduction of fees.
Congratulations! You’re a Certified Child Life Specialist!

Candidates who successfully complete the Child Life Professional Certification Examination begin a five-year certification cycle as Certified Child Life Specialists (CCLSs).

Certified Child Life Specialists are permitted to use the initials “CCLS” after their names. CCLS is a registered certification mark. It is not punctuated with periods.

Certified Child Life Specialist is a credential, not a job title, and can only be used by those who have passed the certification exam.

Shortly after the testing window closes, you will receive a wall certificate along with important information on maintaining the CCLS credential. Please be sure to review this material carefully as well as the Child Life Professional Certification Maintenance and Recertification Manual.

Maintaining Certification

In order to keep their certification status active, CCLSs are required to pay a certification maintenance fee each of the first four years of the five-year certification cycle.

Whereas examination and recertification fees cover expenses directly related to those specific activities, the principal purpose of the certification maintenance fee is to enable the ongoing work on behalf of CCLSs.

Newly certified or recertified CCLSs pay the first of these four payments in the calendar year immediately following the year in which the exam was passed or the year in which recertification was achieved. For example, if a CCLS passes the exam at any of the administrations in 2016, the first certification maintenance payment will be due on or before January 31, 2017.

Individuals who do not pay these fees allow their certification to lapse, and are no longer permitted to refer to themselves as Certified Child Life Specialists or use the CCLS credential. If certification lapses due to non-payment of maintenance fees, an individual must re-establish eligibility under current requirements, take and pass the certification examination to regain the credential.

Revoking the CCLS Credential

Child life professional certification may be revoked for any reason CLCC deems appropriate, including, but not limited to, the following reasons:

- Falsification of certification materials
- Falsification of any information requested by CLCC
- Violation of the Code of Ethical Responsibility
- Conviction of a felony or other crime of moral turpitude relating to the provision of child life services
- Cheating on the examination
- Failure to maintain the confidentiality of the certification examination

Recertification

In the fifth year of the certification cycle, CCLSs must recertify in order to continue their certification. Recertification is required in order to promote continuing competence. As the child life profession continues to evolve and expand, it is imperative that child life specialists keep abreast of current research and best practices in order to promote competency and consistent quality in the delivery of psychosocial care to children and families.

During the year in which a CCLS’s certification expires, CLCC will send recertification reminders via email. CCLSs may opt to recertify through Professional Development Units (PDUs) or by retaking the Child Life Professional Certification Examination.

Individuals who become certified or who recertify in 2015 or subsequent years and who elect the PDU option will be required to acquire 60 PDUs over the course of the five-year certification cycle on topics related to each of the domains of the Exam Content Outline as well as the topic of professional ethics. Individuals who became certified or recertified prior to 2015 have different requirements until they recertify. These are detailed in the Child Life Professional Certification Maintenance and Recertification Manual.

If a CCLS does not recertify during the final year of the five-year certification cycle, certification expires. To regain the credential, an individual with expired certification must re-establish eligibility under current requirements, take and pass the certification examination.
The Association of Child Life Professionals subscribes to a body of ethical principles which are in accordance with the Child Life Mission, Values and Vision Statements and Operating Principles and which are derived primarily for the benefit and protection of infants, children, youth and families in settings where the potential for damaging stress or trauma exists. Child life professionals (including specialists, administrators, assistants, interns and students) share as a goal: (1) maximizing the physical and emotional health as well as the social, cognitive and developmental abilities of children and youth, and (2) minimizing the potential stress and trauma that children* and their families may experience.

Toward these ends, child life professionals recognize that they are ethically responsible to: (1) infants, children, youth, and families; (2) other professionals; (3) staff, students and volunteers who are receiving training and supervision; and (4) themselves, both personally and professionally.

It is understood that ethical behavior should not result from edict but from a personal commitment on the part of the individual as a professional. In any situation, the course of action chosen is expected to be consistent with the ethical principles either stated or implied herein.

**Principle 1** -- Individuals** shall hold paramount the welfare of the children and families whom they serve.

**Principle 2** -- Individuals shall strive to maintain objectivity, integrity and competence in fulfilling the mission, vision, values and operating principles of their profession.

**Principle 3** -- Individuals shall have an obligation to serve children and families, regardless of race, gender, religion, sexual orientation, economic status, values, national origin or disability.

**Principle 4** -- Individuals shall respect the privacy of children and families and shall maintain confidentiality of information concerning the children and their families with whom they work. Individuals shall ensure that the transmission of verbal and written communication is within the standards and requirements of the employer and local governing regulations. For professionals working in private practice, all written documentation must be stored in a locked and secure drawer/cabinet.

**Principle 5** -- Individuals shall promote the effectiveness of the child life profession by continuous efforts to improve professional services and practices provided in the diverse settings in which they work and in the community at large.

**Principle 6** -- Individuals shall continually seek knowledge and skills that will update and enhance their understanding of all relevant issues affecting the children and families they serve.

**Principle 7** -- Individuals engaged in study and research shall be guided by the conventions of scholarly inquiry and shall recognize their responsibility for ethical practice in research.

**Principle 8** -- Individuals have an obligation to engage only in those areas in which they are qualified and not to represent themselves otherwise, but to make appropriate referrals with due regard for the professional competencies of other members of the health team or of the community within which they work.

**Principle 9** -- Individuals shall act with respect for the duties, competencies and needs of their professional colleagues and shall maintain the utmost integrity in all interactions with the institutions or organizations that employ them.

**Principle 10** -- Individuals shall use integrity to assess and amend any personal relationships or situations that may interfere with their professional effectiveness, objectivity or otherwise negatively impact the children and families they serve. A minimum of two years following the conclusion of a professional role shall lapse before any personal relationship is permitted to develop with children or the members of families they serve.

**Principle 11** -- Individuals shall recognize that financial gain should never take precedence over the delivery of services.

**Principle 12** -- Individuals who are responsible for the supervision and training of others (i.e., staff, students, volunteers) shall assume responsibility for teaching ethical professional values and providing optimal learning experiences.

**Principle 13** -- Individuals shall refrain from illegal conduct in their professional practice of child life.

*Unless modified, children refers to infants, children and youth*
<table>
<thead>
<tr>
<th>Domains and Tasks (weights in parentheses)</th>
<th>Number of Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Domain 1: Professional Responsibility (30%)</strong></td>
<td>45</td>
</tr>
<tr>
<td><strong>Tasks:</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Maintain professional standards of practice through adherence to established ethical guidelines in order to provide respectful and competent care (8%)</td>
</tr>
<tr>
<td>2</td>
<td>Promote professional relationships (e.g., children and families, child life team, interdisciplinary teams, community resources) in order to enhance communication and collaboration, foster child- and family-centered care, and maximize positive outcomes (7%)</td>
</tr>
<tr>
<td>3</td>
<td>Educate staff, students, volunteers, and the community in order to promote greater awareness of the needs of children and families as well as the child life profession (7%)</td>
</tr>
<tr>
<td>4</td>
<td>Perform administrative responsibilities (3%)</td>
</tr>
<tr>
<td>5</td>
<td>Participate in selecting, training, supervising, evaluating, and retaining child life volunteers (5%)</td>
</tr>
<tr>
<td><strong>Domain 2: Assessment (30%)</strong></td>
<td>45</td>
</tr>
<tr>
<td><strong>Tasks:</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Identify, obtain, and use relevant data (e.g., health care, family, child) to develop a comprehensive assessment and initiate a plan of care (10%)</td>
</tr>
<tr>
<td>2</td>
<td>Identify developmental factors and their implications (10%)</td>
</tr>
<tr>
<td>3</td>
<td>Identify psychosocial factors and their implications (10%)</td>
</tr>
<tr>
<td><strong>Domain 3: Intervention (40%)</strong></td>
<td>60</td>
</tr>
<tr>
<td><strong>Tasks:</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Provide psychosocially and developmentally appropriate support that is responsive to the specific needs of children and families (7%)</td>
</tr>
<tr>
<td>2</td>
<td>Empower and collaborate with children and families to develop and use advocacy skills (6%)</td>
</tr>
<tr>
<td>3</td>
<td>Provide educational opportunities and resources that are responsive to the needs of the child and family in order to promote learning and mastery (6%)</td>
</tr>
<tr>
<td>4</td>
<td>Facilitate preparation (e.g., psychological, educational) with the child and family in order to minimize fear and anxiety and to promote mastery of their experience (7%)</td>
</tr>
<tr>
<td>5</td>
<td>Facilitate the utilization of effective coping strategies by the child and family in order to minimize distress and promote empowerment (7%)</td>
</tr>
<tr>
<td>6</td>
<td>Facilitate play in order to encourage expression, process information, and promote development and normalization (7%)</td>
</tr>
</tbody>
</table>
Application for Child Life Eligibility Assessment

October 2014

The eligibility assessment is the first in a two-step exam application process. Applicants are encouraged to complete both steps online.

For those who cannot, please complete the following form to initiate the process. Applicants will be able to monitor their progress towards eligibility through their online profile. Because many child life internship programs require applicants to document that they have met the academic requirements, a report will be available for the applicant to print at any time during the Eligibility Assessment period.

Once eligibility is established, the applicant's status will change to "candidate," and he or she may proceed to step 2 - paying the separate exam fee and registering for an exam administration.

The Eligibility Assessment Fee will be a one-time fee if the candidate successfully completes the examination prior to any changes to the eligibility requirements. However, if the requirements change, the candidate's status will return to "applicant" pending a new assessment (an additional fee applies). Eligibility Assessment fees are non-refundable.

<table>
<thead>
<tr>
<th>Social Security - Last 4 Digits (or Social Insurance#):</th>
<th>ACLP ID# (if known)</th>
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<tbody>
<tr>
<td>Name</td>
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<td>Last</td>
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<td>Address</td>
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<tr>
<td>Street Address</td>
<td>Apt. Number</td>
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<tr>
<td>City, State</td>
<td>Zip Code</td>
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<tr>
<td>E-mail</td>
<td>Phone</td>
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<table>
<thead>
<tr>
<th>Have you received your bachelor's degree?</th>
<th>What type of Degree? (BA, BS)</th>
<th>Date received</th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
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<tr>
<td>No</td>
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</tbody>
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<thead>
<tr>
<th>Name of institution granting degree</th>
<th>Location (city, state)</th>
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Candidates are required to list applicable courses on page 2 of this form; Please list below the colleges and/or universities where courses were completed.

<table>
<thead>
<tr>
<th>Institution #1</th>
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<tbody>
<tr>
<td>Institution #2</td>
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<tr>
<td>Institution #3</td>
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<tr>
<td>Department code</td>
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<tr>
<td>-----------------</td>
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<tr>
<td>Example</td>
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**Child Life Course(s)**

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<td>10</td>
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<tr>
<td>Alternate 1</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Alternate 2</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*Applicants must have completed 1 or more child life courses taught by a CCLS. The course(s) must cover 6 required areas of study. A Child Life Course Verification Form must be submitted for the course(s) documenting that all 6 areas of study were covered and must be documented on an official transcript.

**Candidates are required to list clinical experience below:**

<table>
<thead>
<tr>
<th>Institution</th>
<th>City</th>
<th>State</th>
<th>Supervisor’s name</th>
<th>Number of hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

*Application for Eligibility Assessment page 2 of 3*
### Background questions:

If you answer yes to any of the following questions, you must submit an explanation on a separate sheet.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you presently charged with, or have you ever been convicted of or found guilty of or pled <em>nolo contendere</em> to, any felony or a misdemeanor which relates to the care, health or safety of children or other individuals? Examples include but are not limited to: sexual or other abuse of a patient or child, rape, crimes of violence, possession/use/sale of a controlled substance.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever been disciplined by a state board or health or child care professional association, or are you presently being disciplined by such an entity?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you or have you during the past three years habitually used alcohol or any drug or substance or had a physical or mental condition which would impair competent and objective professional performance of child life services and/or jeopardize public health and safety?</td>
<td></td>
</tr>
</tbody>
</table>

### Statements of Understanding

- I attest that the information in this application is true and accurate to the best of my knowledge.
- I understand that if requested from the general public, CLCC will confirm my certification status (active, expired, never certified), effective/expiration dates, and identification number.
- I understand that CLCC reserves the right to verify any information I have provided in this application.
- I understand that my application and verification documents become the property of CLCC and will not be returned.
- I understand that my examination results will be released only to CLCC and me.
- I understand that aggregate data will be used for statistical study and review of the examination process.
- I have read, understand and agree to abide by the Code of Professional Practice.
- I have read, understand and agree to abide by the ethical, security, confidentiality and other policies detailed in the Candidate Manual.
- I have read and understand the conditions under which my certification can be revoked.

Please sign to confirm that you have read and agree to the above Statements of Understanding:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

### Payment type (please circle one)

| Visa | MasterCard | Check | Money order |
|------|------------|-------|-------------|-------------|
|      |            |       |             |             |

<table>
<thead>
<tr>
<th>Credit Card # or Check #</th>
<th>Exp Date</th>
<th>3-digit security code</th>
<th>Name on credit card (if different from applicant)</th>
<th>Amount</th>
</tr>
</thead>
</table>

Signature authorizing credit card payment:

---

**Child Life Certification**

**Association of Child Life Professionals**

1820 Ft. Myer Drive, Suite 520

Phone: 571-83-4500  
Fax: 571-483-4482  
E-mail: certification@childlife.org

All of the information in this document and any updates can be found in the certification section of our website at www.childlife.org.

Application for Eligibility Assessment, page 3 of 3

Publication date: November 2015
Application for the 
Child Life Professional 
Certification Examination 
October 2017

Application for the certification exam is the second in a two-step exam application process. The first step is the completion of an Eligibility Assessment which must be completed before applying for the exam. Applicants are encouraged to complete both steps online.

For those who cannot, please complete the following form to register for the exam. Applicants must first establish eligibility through the Eligibility Assessment. Please see the Candidate Manual for additional information.

<table>
<thead>
<tr>
<th>Social Security - Last 4 Digits (or Social Insurance#):</th>
<th>ACLP ID# (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Last</td>
<td>First</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td>Apt. Number</td>
</tr>
<tr>
<td>City, State</td>
<td>Zip Code</td>
</tr>
<tr>
<td>E-mail</td>
<td>Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred Testing Date <em>(Choose one)</em>:</th>
<th>March 2018</th>
<th>August 2018</th>
<th>November 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Background questions:**
If you answer yes to any of the following questions, you must submit an explanation on a separate sheet.

- Are you presently charged with, or have you ever been convicted of or found guilty of or pled *nolo contendere* to, any felony or a misdemeanor which relates to the care, health or safety of children or other individuals? Examples include but are not limited to: sexual or other abuse of a patient or child, rape, crimes of violence, possession/use/sale of a controlled substance.
- Have you ever been disciplined by a state board or health or child care professional association, or are you presently being disciplined by such an entity?
- Do you or have you during the past three years habitually used alcohol or any drug or substance or had a physical or mental condition which would impair competent and objective professional performance of child life services and/or jeopardize public health and safety?
Statements of Understanding

- I attest that the information in this application is true and accurate to the best of my knowledge.
- I understand that if requested from the general public, CLCC will confirm my certification status (active, expired, never certified), effective/expiration dates, and identification number.
- I understand that CLCC reserves the right to verify any information I have provided in this application.
- I understand that my application and verification documents become the property of CLCC and will not be returned.
- I understand that my examination results will be released only to CLCC and me.
- I understand that aggregate data will be used for statistical study and review of the examination process.
- I understand that CLCC will communicate with me via email and that I will not be permitted to opt out of certification-related communications.
- I have read, understand and agree to abide by the Code of Professional Practice.
- I understand and agree to abide by the ethical, security, confidentiality and other policies detailed in the Candidate Manual.
- I have read and understand the conditions under which my certification can be revoked.

Please sign to confirm that you have read and agree to the above Statements of Understanding:

Signature ____________________________ Date ____________

 Payment type (please circle one) Visa MasterCard Check Money order $ 

Credit Card # or Check # Exp Date 3-digit security code Name on credit card (if different from applicant) Amount

Signature authorizing credit card payment:

Child Life Certifying Committee
Association of Child Life Professionals
1820 Ft. Myer Drive, Suite 520

Child Life Certification
ASSOCIATION OF CHILD LIFE PROFESSIONALS

Phone: 571-483-4500
Fax: 571-483-4482
E-mail: certification@childlife.org

Publication date: October 2014

All of the information in this document and any updates can be found in the certification section of our website at www.childlife.org.

Application for Child Life Professional Certification Examination, page 2 of 2
# Clinical Experience Verification Form

Updated March 2018

## Background

There are three components of eligibility for the Child Life Professional Certification Examination. All three must be met prior to the registration deadline for the exam administration. Refer to the [Candidate Manual](#) for more details.

1. **Minimum of Baccalaureate Degree:** Applicants must hold a bachelor’s degree or the international equivalent.
2. **Course Work:** Applicants must have completed a total of 10 college-level courses in child life or a related department/subject including a minimum of one child life course taught by a Certified Child Life Specialist (CCLS).
3. **Clinical Child Life Experience:** Applicants must complete a minimum of 480 hours of child life clinical experience under the direct supervision of a Certified Child Life Specialist who meets specific qualifications. Hours may be completed as an internship or fellowship. This is the form on which these hours are documented.

## Definition of Clinical Experience

The clinical experience being verified should involve training and education in a manner that results in a minimum, entry-level competence in each of the following areas by the end of the training experience, whether at one site or several:

- Developmentally-supportive play and social interactions with infants, children, youth and families, in individual and group settings
- Long- and short-term goal-setting based upon assessment of infant, child, youth and family stress potential
- Individual, therapeutically-oriented interactions, including psychological preparation and development of associated coping processes, stress reduction techniques, health care education, health care play, expressive interventions, nonpharmacological pain management techniques and procedural support
- Collaboration with families regarding developmental issues and the impact of stressful events
- Consideration of diversity and socioeconomic issues
- Interaction and coordination with interdisciplinary team members, including participation in team meetings
- Instruction and practice of documentation in institutional records
- Materials management
- Supervision/coordination of volunteers and special events
- Prioritization of daily workload in relation to patient and administrative responsibilities
- Evaluating self (skill level, professionalism, personal coping styles, professional boundaries) and overall programming, implementing appropriate changes when needed
- Developing knowledge regarding medical terminology, etiology, disease process, and medical procedures
- Maintaining a therapeutic relationship with infants, children, youth and families
- Incorporating family-centered care practices
- Exhibiting an understanding of and adhering to departmental and organizational policies and procedures
- Administrative planning and implementation, when appropriate

## Purpose

Clinical preparation programs exist to complement and support the child life profession. These programs are vital to child life as the excellence of any profession depends on the performance of its practitioners. The Child Life Certification Program cannot bestow competence on individuals but rather recognizes it. It is the responsibility of academic and clinical preparation programs to put forth competent individuals who are prepared to establish their eligibility to sit for and pass the certification exam.

## Important Notes

- Candidates must exhibit minimum, entry-level competence as indicated by the clinical supervisor on the reverse of this form in order to establish eligibility for the exam.
- A minimum of 480 hours must be registration deadline. If a training experience is longer than 480 hours, it may continue after the deadline.
- Candidates are permitted to accrue the required 480 hours at multiple institutions. This form must be completed by the supervisor at each institution.
- Candidates wishing to complete internship with remote supervision are required to apply and obtain approval in advance. The supervisor must indicate on this form that remote supervision was employed.
- Photocopies of the original form are accepted as documentation when establishing eligibility for the exam.
- Exam candidates are encouraged to keep a copy of this form for their records.
- The supervising CCLS at his/her discretion may assign other child life specialists to provide training during rotations as long as he/she maintains formal supervision.

## Instructions

Complete the requested information on the reverse and submit by fax at 571-483-4482, scan/email to [certification@childlife.org](mailto:certification@childlife.org) or mail to:

Association of Child Life Professionals
1820 Ft. Myer Drive Ste 520
Arlington, VA 22209

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Clinical Experience Verification Form, page 1 of 2
**Definition of Clinical Supervision**

Supervision must be direct and formal and provided by a Certified Child Life Specialist who:

1. Maintains professional child life certification throughout the clinical training program
2. Has at least 4,000 hours paid child life clinical experience prior to taking on the supervisory role
3. Is responsible for the educational development and guidance of the applicant in the clinical setting, to include:
   - Demonstration, modeling & teaching of professional behaviors and skills
   - Defining action steps to achieve competence relative to CLC’s Standards of Clinical Practice and Competencies (see *Official Documents of the Child Life Council*)
   - Setting learning goals/objectives
   - Creating and maintaining an effective learning environment
   - Providing opportunities for exploring ethical issues
   - Providing feedback regarding professional boundaries
   - Facilitating the individual’s application of theory to practice
   - Orienting the individual to the placement site and policies
   - Monitoring performance by observing the individual’s progress and providing opportunities for discussion, feedback and growth

It is important for clinical supervisors to:
- Have daily contact with the individual, working at least 80% of the same hours
- Schedule private, weekly, formal, uninterrupted supervision meetings with the individual
- Have no dual relationships with the individual (family member, spouse, friend, etc.)
- Arrange for alternate supervision of the individual by another CCLS in his/her absence
- Monitor the fulfillment of required hours
- Directly observe the individual in order to monitor and evaluate performance
- Model for and then observe the individual demonstrating a minimum, entry-level competence in the following activities:
  - Therapeutic play (health care play required for health care setting)
  - Health care education
  - Group programming
  - Stress point preparation
  - Teaching coping skills
  - Introduction of services
  - Interactions with staff and/or volunteers
  - Presentation skills
  - Supportive relationships with infants, children, youth and families
  - Developmentally – supportive play
  - Documentation
  - Self-evaluation skills
  - Use of appropriate technology with patients
  - Materials management
  - Special events & public relations
  - Family-centered care
  - Respect for diversity
  - Ethical behavior
  - Maintenance of safe and therapeutic environment
  - Sibling intervention
  - Patient assessment skills and prioritization of client needs and other responsibilities

By signing this form you attest that all conditions and requirements set forth on both pages of this form have been met. By stating that the applicant exhibits minimum, entry-level competence, you attest that he/she has been adequately trained relevant to the Standards for Clinical Preparation Programs, supervised by an appropriately-qualified CCLS, has shown him/herself to be minimally competent, and meets the clinical experience requirement to establish eligibility for the Child Life Professional Certification Exam.
Background

There are three components of eligibility for the Child Life Professional Certification Examination. All three must be met prior to the application deadline for the desired exam administration. Please refer to the Candidate Manual for more details.

1. Minimum of Baccalaureate Degree: Applicants must hold a bachelor’s degree or the international equivalent.

2. Course Work: Applicants must have completed a total of 10 college - or university-level courses in child life or a related department/subject including a minimum of one child life course (defined below) taught by a Certified Child Life Specialist (CCLS). This is the form on which the CCLS instructor verifies that the child life-specific curriculum has been taught.

3. Clinical Child Life Experience: Applicants must complete a minimum of 480 internship or fellowship hours of child life clinical experience under the direct supervision of a CCLS who meets specific qualifications.

Definition of Child Life Course

The required child life course must have a focus on children in the health care environment and must be taught by a Certified Child Life Specialist (CCLS). ALL of the following applied areas of study must be included in the course.*

Required Topics of Study

(Detailed descriptions can be found on the reverse of this page)

1. Child Life Documents
2. Scope of practice
3. Impact of illness, injury and health care on patients/families
4. Family-Centered Care
5. Therapeutic play
6. Preparation

The CCLS instructor is expected to complete and sign this form and provide a copy to each student upon successful completion of the course. It is incumbent upon the instructor to use the form to identify the topics covered in the course. It is the student’s responsibility to save all necessary verification forms that demonstrate coverage of the six areas of applied study.* Without this documentation, the requirement will not be considered satisfied.

*Academic programs may choose to provide coverage of these six topics in more than one course as long as each course is the student’s responsibility to save all necessary verification forms that demonstrate coverage of the six areas of applied study.* Without this documentation, the requirement will not be considered satisfied.

Important Notes

- The supervising CCLS must maintain the CCLS credential throughout the period of instruction.
- Courses may be taken either in-person or online.
- There is no minimum number of credit hours per class.
- To be accepted, courses MUST:
  - be taken for credit; non-credit or audited courses are not accepted
  - be at the bachelor’s level or higher
  - be taken at an academic institution that has been accredited by an organization recognized by either the US Department of Education or the Council on Higher Education Accreditation or the international equivalent
  - appear with a passing grade on an official transcript
- It is the instructor’s responsibility to confirm which topics are covered in the course.
- Photocopies of this form are accepted as documentation when establishing eligibility for the exam.
- Exam candidates are encouraged to keep a copy of this form for their records.

Instructions

Complete the requested information and submit by fax to 571-483-4482, scan/email to certification@childlife.org, or mail to:
Association of Child Life Professionals
1820 Ft. Myer Drive Ste 520
Arlington, VA 22209
By signing this form you attest that all conditions set forth on both pages of this form have been met and the indicated areas of instruction were delivered by a CCLS to the student named below.

Student Name

CCLS Instructor Name

Certified From ____ to ____ Certification #

Date (Month/Year) Date (Month/Year)

CCLS Instructor Signature __________________________ Date __________________________

This information is requested for informational purposes only. Your answers to these questions will not impact the acceptance of the course.

Number of Credit Hours __________________________

Traditional Classroom or Distance Learning (Please circle one) ____________________________________________

The following required topics of study were/were not covered in this class:
(Please check the appropriate box next to each of the topics below)

1. **Child Life Documents** – This will provide knowledge and understanding of the Official Documents of the Child Life Council (CLC) including the Code of Ethical Responsibility, Child Life Competencies, and Standards of Clinical Practice, the Child Life Mission, Values and Vision Statements, and the Code of Professional Practice.

<table>
<thead>
<tr>
<th>Covered</th>
<th>NOT Covered</th>
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</thead>
<tbody>
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<td>Y</td>
<td>N</td>
</tr>
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</table>

2. **Scope of practice** – This will provide an introduction to the spectrum of child life practice in direct and non-direct services in pediatric health care including a historical review of the profession and its development in the evolution of children’s health care.

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<tbody>
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<td>N</td>
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</table>

3. **Impact of illness, injury and health care on patients and families** – This will illustrate, within the context of developmental theory, the stressors and developmental and psychosocial treatment issues that affect the health care experience of a “child and family” including siblings.

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<tr>
<th>Covered</th>
<th>NOT Covered</th>
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<tbody>
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4. **Family-Centered Care**– This will provide an understanding of the key principles of patient- and family-centered care, including principles of respect and dignity, information sharing, supporting participation in care, and collaboration in relationship to child life practice.

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</thead>
<tbody>
<tr>
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<td>N</td>
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</tbody>
</table>

5. **Therapeutic play**– This will provide students with opportunities to examine elements of play, benefits of play, and various therapeutic play modalities for the clinical setting.

<table>
<thead>
<tr>
<th>Covered</th>
<th>NOT Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

6. **Preparation**– This will include both historical and current perspectives on the rationale for, and techniques and outcomes of preparation, as well as accepted preparation methods for health care encounters and life-changing events.

<table>
<thead>
<tr>
<th>Covered</th>
<th>NOT Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>N</td>
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</table>